DE Assessment & Reporting

Policy Scope
This policy is for the management of ACC Southlands Ltd. The Principal or their delegate is responsible for the implementation of the policy and any procedures.

This policy works in conjunction with the:
1. Review of Student Learning Policy
2. Curriculum Evaluation Policy

Policy
The purpose of this policy is to ensure that the school is in alignment with SCSA in regards to assessment and reporting requirements.

The Guiding Principles for Assessment at Southlands:
1. Assessment should be an integral part of teaching and learning
2. Assessment should be educative
3. Assessment should be fair
4. Assessments should be designed to meet their specific purposes
5. Assessment should lead to informative reporting
6. Assessment should lead to school-wide evaluation processes

Integrity in the Distance Education Assessment Process
1. The school is very concerned about maintaining academic integrity in the distance education learning program.
2. All high school students are to complete the section on plagiarism in the training course on enrolment.
3. All high school students are required to sign their work prior to submission stating that their work has not been plagiarized and they have not broken the conditions of the assessment task.
4. In some cases, the school may require the parent/supervisor to act as the proctor for examinations on behalf of the school.
5. When a teacher is concerned about the authenticity of an assessment item - they should check the material using Google Scholar.
6. The teacher will contact the student and parent/supervisor in the event that there is evidence of plagiarism and/or cheating.

Monitoring of Student Achievement
1. All teaching staff must keep a record of student achievement in their courses.
2. This record should be kept in two locations to ensure redundancy in the event of data loss. Examples include but are not limited to: MS Excel & Quickschools, Schoology & Quickschools, Physical Diary & Quickschools.

Student Personal Work Portfolio
1. The day-to-day student evidence of work is to be located in the learning management system.
2. At the end of the term, online courses are to be archived so that student work can be reviewed at a later date.
3. Teaching staff will also maintain a physical student work portfolio showing sample of work for each student in distance education.

Recording and Communication of Student Achievement for the Purpose of Curriculum Planning
1. Teachers are reminded that their assessment should be based on the guiding principles for assessment and that it plays a role in the ongoing development of the distance education learning program.
2. Teachers are to refer to the SCSA Judging Standards for advice on grading assessment.
3. Refer to the Review of Student Learning Policy

Reporting of Student Achievement to Parents and to the School Community
1. Teachers must provide a formal report to parents at the end of semester one and at the end of semester two.
2. Teachers do not provide a personal comment on the student semester report due to the nature of the teacher being removed from student.
3. Teachers provide an engagement grade that summarises the student’s participation in the course and an A-E assessment grade.

Review of SCSA Implementation of the WA Curriculum
1. As the implementation of the WA Curriculum is ongoing, the Principal or their delegate will ensure that changes are monitored (via http://k10outline.scsa.wa.edu.au) and implemented.
2. The school will take every practical opportunity to attend professional development on the implementation of the WA Curriculum.

Policy Review
On change of legislation or at the discretion of the School Board of ACC Southlands Ltd.

Policy Version
3.0